



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

FINANCE COMMITTEE

David Aznavoorian, Chairman
Raymond Lisiecki, Vice Chair
Damin Sutherby, Clerk
Thomas L. Cooke
Laurence Sanford
Robert Kocsmiersky

Meeting Minutes for April 23, 2014

1) Call to Order

The meeting was called to order at 7:01 p.m. by David Aznavoorian, Chairman, at the Pike House. Present were Raymond Lisiecki, Thomas Cooke, Larry Sanford, and Rob Kocsmiersky. Also present was Richard Montuori, Town Manager, Karen Kucala, Finance Director, and Melissa Johnson, Recording Secretary.

Damin Sutherby was not in attendance.

2) Public Hearing Address Requirement of Finance Committee Public Hearing

Mr. Aznavoorian opened the meeting with the Pledge of Allegiance and introduced the members of the Finance Committee.

Mr. Aznavoorian requested a motion to waive the reading of the warrant articles.

MOTION: Mr. Lisiecki made the motion to waive the reading of the warrant articles; seconded by Mr. Sutherby and the motion carried 5-0.

3) Warrant Articles Public Hearing – Annual Town Meeting & Special Town Meeting

Annual Town Meeting

SECTION 1

Article 1

Mr. Montuori explained that Article 1 is the standard annual article for elected officials.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

SECTION 2

Article 2

Mr. Montuori explained that Article 2 seeks to fix the salaries of certain elected town officials.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 3

Mr. Montuori explained that Article 3 is the Consent calendar containing four articles: accept the annual report, lease purchase agreement, authorize Chapter 90 funds, and reauthorize revolving funds.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 4

Mr. Montuori explained that Article 4 is the FY15 recommended budget. The budget total is \$91,671,991.00 and reflects increases for both the town and school departments: 2% increase for salaries throughout departments, 5% increase to health insurance, a 6.5% increase in health insurance, as well as a debt shift to the sewer debt, and minor expense increases throughout. Mr. Montuori noted that there are no major items.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 5

Mr. Montuori explained that Article 5 is the Sewer Enterprise budget. Included within the budget is a 2% salary increase, an increase to Lowell Sewer based on the new contract with the City of Lowell, and indirect costs (costs allocated to other department's time that have involvement with sewer). The total proposed budget is \$5,541,478 with projected revenue of \$5,708,001, resulting in a projected surplus of \$166,523.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 6

Mr. Montuori explained that Article 6 is the Water Enterprise budget. Included within the budget is a 2% salary increase for staff, an increase in expenses for utilities and chemicals based on projections, and indirect costs increase. The total proposed budget is \$6,272,029.00 with projected revenue at \$6,431,432.00 resulting in a projected surplus of \$159,403.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 7

Mr. Montuori explained that Article 7 seeks to transfer \$116,968 from the stabilization fund for one time purchases including: storm water and drainage mapping (\$50,000), replacement digital radios for police cruisers (\$12,861), replacement mobile data terminals for police cruisers (\$30,192), 2 defibrillators and 15 cases for defibrillators, 3 handheld radar units and 2 motorcycle radar and portable breathalyzer (\$12,190), and 4 rifles (\$6,500).

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 8

Mr. Montuori explained that Article 8 seeks to transfer \$788,195 from the stabilization fund for onetime costs for the school department in three categories: schools building and maintenance (\$227,195), school technology (\$311,000), and school instructional (\$250,000).

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 9

Mr. Montuori explained that Article 9 seeks to transfer \$875,000 from Water Enterprise Retaining Earnings for a hydrant replacement program (\$100,000), Water Tank Mixers (\$16,000), dump truck body replacement (\$9,000), and water distribution improvements (\$750,000).

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 10

Mr. Montuori explained that Article 10 seeks to appropriate the sum of \$1,650,000 for the cost of installing and replacing waterlines in town (Clark Road). Of which, \$450,000 will fund the replacement of a water transmission main on Crest Road from Hood Road to Cleghorn Road.

Mr. Cooke asked if this is a borrowing article and Mr. Montuori confirmed this.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 11

Mr. Montuori explained that Article 11 seeks to transfer \$329,000 from Sewer Enterprise Retained Earnings for a portable generator (\$120,000), Sewer Pump Station upgrades (\$150,000), inflow and infiltration repairs and upgrades (\$50,000), and dump truck body replacement (\$9,000).

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 12

Mr. Montuori explained that Article 12 seeks to transfer \$25,000 from the Overlay Surplus to fund a Senior Tax Relief Work program and a Veteran's Tax Relief program. Mr. Montuori noted that this program has been a very successful over the years.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 13

Present was Nancy Reed, Chair of the Community Preservation Committee.

Mr. Montuori explained that this article seeks to appropriate and transfer an additional \$825,000 from the Tewksbury Community Preservation Fund Budgeted Reserve for the town hall rehabilitation project. Mr. Montuori noted that most of the increases are the result of the sub trade estimates coming in higher than what was projected.

Mrs. Reed explained that the CPC met last week and unanimously approved to request the moderator to postpone this article to Wednesday evening as it is expected that the final numbers will be known at that time. Mr. Montuori noted that the entire amount may not be needed. Mr. Aznavoorian asked if the Finance Committee will have the opportunity to review the amendment ahead of time and Mr. Montuori confirmed this. Mrs. Reed explained that the amendment will be to authorize up to \$1,412,000 with \$600,000 coming from the budgeted reserve and \$812,000 from the undesignated fund. These figures provide for a 10% contingency.

Mr. Cooke asked if the additional costs related to the town common beautification are known. Mr. Montuori explained that the plan is to eliminate the road in the front of the town hall and install curbing. Mr. Cooke asked if the dollar cost for this is known and Mr. Montuori noted that he can provide this. Mr. Cooke asked if it is appropriate to expend funds from the undesignated fund for the town common and Mrs. Reed explained that the common is also historic.

Mr. Aznavoorian opened the hearing to the public.

Article 14

Mrs. Reed explained that there are two parts to Article 14 and that the purpose of the article is to fund the rehabilitation of Wamesit Park (\$70,000) and Muster Park (\$50,000).

Mr. Aznavoorian noted that the total for the article is \$120,000 and suggested this be noted at town meeting. Mrs. Reed confirmed that she will state the article total at town meeting.

Mr. Kocsmiersky asked if the Walmart funds are included in this and Mrs. Reed noted that this is in addition to.

Mr. Sanford asked what the total available CPC funds are and Mrs. Reed noted approximately \$2M. Mr. Sanford asked how much funds are received in a given year and Mrs. Reed explained that the DOR projects the amount to be received annually.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 15

Mrs. Reed explained that Article 15 seeks to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the CPC: Open Space (\$20,400), Community Housing (\$20,400), and Historic Preservation (\$20,400). The Commonwealth of Massachusetts contributed an extra \$25 million to the State CPA fund for distribution to CPA municipalities. Tewksbury's extra State match was approximately \$204,500.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 16

Mrs. Reed explained that Article 16 is the annual CPC budget article. The total CPA estimated FY15 revenue is \$806,108.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 17

Present was Steven Sadwick, Director of Community Development. Mr. Sadwick explained that Article 17 is the annual Affordable Housing Trust Fund (AHTF) allocation. The beginning balance is \$2,384,318. Mr. Sadwick explained that 5 payments in lieu of affordable units totaling \$650,000 are expected. The total available funds in FY15 are \$2,034,318 and the total projected expenses are \$3,034,318.

Mr. Cooke asked if the maximum is \$130,000 per unit. Mr. Sadwick explained that the amounts can vary. The Local Housing Partnership (LHP) has worked with the Planning Board to determine a formula for this. Mr. Cooke asked what the units are appraised at and Mr. Sadwick explained that the amount is the difference between a market rate and affordable rate. The units are appraised at market rate.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 18

Mr. Montuori explained that Article 18 authorizes the Board of Selectmen to acquire any fee, easement, or other interest, in a 12" water main located on Clark Road.

Mr. Cooke asked what the fees are on the water line. Mr. Montuori explained that the intent is to have it gifted so that there will be no fees. Mr. Montuori noted that there is an existing water line at this location, however it is insufficient

Mr. Sanford noted that it would be to the town's advantage have the water line donated. Mr. Montuori explained that the town will be responsible for the maintenance once it has been taken over. Mr. Sanford asked if there are any other private water lines in town and Mr. Montuori noted that he does not believe so.

Mr. Kocsmiersky asked if the condition of the line is known. Mr. Montuori explained that to his knowledge the line is in good condition.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

SECTION 3

Article 23

Mr. Sadwick explained that this article is sponsored by the Planning Board and would replace the existing moratorium for medical marijuana treatment centers with this new bylaw: "Special Requirements for Registered Marijuana Dispensaries".

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 24

Mr. Sadwick explained that Article 24 is sponsored by the Planning Board and seeks a number of revisions to the Flood Plain Overlay District.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 25

Mr. Sadwick explained that Article 25 is a Planning Board sponsored article that seeks to remove a number of items that are no longer utilized when reviewing these types of projects (multi-family dwellings). The additions are shown in underline and the deletions as a strikethrough

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 26

Mr. Sadwick explained that Article 26 is a Planning Board sponsored Article that seeks to create requirements and regulations for large scale ground mounted solar photovoltaic facilities. This would only apply to parcels that are greater than 20 acres and would require a special permit from the Planning Board.

Mr. Aznavoorian asked how this works in a Green Community and if it provides for any additional benefits. Mr. Sadwick explained that it does not provide additional benefits; however, it looks favorable in the applications to the State for the Green Community Grant.

Mr. Lisiecki asked if there are any municipal parcels where this could be done. Mr. Sadwick noted that Rocco's Landfill could be a potential site and is now owned by the town.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 27

Mr. Sadwick explained that Article 27 is a privately submitted article by Marc Ginsburg and would extend the Interstate Overlay District down to Walmart. Mr. Sadwick noted that there may be an amendment submitted at Town Meeting as the Planning Board is expecting to see an amended map by that time.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 28

Mr. Sadwick noted that Article 28 is a privately submitted article by Arnie Martel and requests to rezone the described area along Livingston Street from residential to heavy industrial; which would match with the adjoining parcels.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 29

Mr. Sadwick explained that Article 29 is a privately submitted article by David Ward and seeks to amend the zoning bylaw and zoning map to include the described area in the Community Village Overlay

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 30

Mr. Sadwick explained that Article 30 has been privately submitted by Kenneth Mackey and seeks to amend the Zoning Bylaws, Commercial Uses.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 31

Mr. Sadwick explained that Article 31 has been privately submitted by Stephen Reppucci and seeks to amend the Zoning Bylaws by inserting a new Heavy Industrial District section (HI-1).

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 32

Mr. Sadwick explained that Article 32 has been privately submitted by Richard O'Neill and seeks to amend the Family Suite Bylaw. This Article is still in the Planning Board public hearing process and they hope to see an amendment to the Article at their meeting on Monday night. Mr. Sadwick explained that the sponsor has been working with the Building Commissioner and language changes are expected.

Mr. Aznavoorian asked if this includes in-law apartments with separate utilities. Mr. Sadwick explained that from the exterior the structure is supposed to look like one home.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 33

Mr. Sadwick explained that Article 33 has been privately submitted by Robert Scarano and seeks to accept Katie Way as a public street.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 34

Mr. Montuori explained that Article 34 was submitted by the former Council on Aging Director and seeks to change the council memberships to expire on June 30 and eliminate the three alternate member positions.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Special Town Meeting

Article 1

Mr. Montuori explained that Article 1 is a standard article that seeks to transfer between budget line items within the FY14 budget that have been identified to have surpluses to budgets that were projected to have deficits.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 2

Mr. Montuori explained that Article 2 requests to transfer \$600,000 from certified free cash to fund the snow and ice deficit.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 3

Mr. Montuori explains that Article 3 requests to transfer \$870,292 from the stabilization fund for the purpose of purchasing two twin fire engine/pumpers (\$700,000) and for sick leave buy back (\$170,292).

Mr. Aznavoorian asked when the trucks will be received if the article passes and Mr. Montuori explained in July.

Discussion took place on how many employees are receiving sick leave buy back and what is being done to address this. Mr. Montuori explained that new employees are not eligible for sick leave buy back.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 4

Mr. Montuori explained that Article 4 requests to change the Personnel Bylaws by inserting the position of Town Clerk into Group A-4.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

Article 5

Mr. Montuori explained that Article 5 seeks to adjustment the town clerk position as it is now an appointed position and not elected.

Mr. Aznavoorian opened the hearing to the public and no one came forward to comment.

MOTION: Mr. Sutherby made the motion to close the public hearing portion at 8:20 p.m.: seconded by Mr. Sanford and the motion carried 6-0.

Mr. Aznavoorian called the regular meeting back to order at 8:25 p.m.

SECTION 1

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 1; seconded by Mr. Sanford and the motion carried 5-0.

SECTION 2

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 2; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 3; seconded by Mr. Sanford and the motion carried 5-0.

- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 4 with a bottom line figure of \$91,935,785; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 5; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 6; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 7; seconded by Mr. Sanford and the motion carried 5-0.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 8; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 9; seconded by Mr. Sanford and the motion carried 5-0.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 10; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.
- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 11; seconded by Mr. Sanford and the motion carried 5-0.
- MOTION:** Mr. Cooke made the motion to recommend adoption of Article 12; seconded by Mr. Lisiecki and the motion carried 5-0.

SECTION 3

- MOTION:** Mr. Cooke made the motion to defer Articles 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, and 33 to the Planning Board; seconded by Mr. Lisiecki and the motion carried 5-0.
- MOTION:** Mr. Cooke made the motion to recommend adoption of Article 34; seconded by Mr. Lisiecki and the motion carried 5-0.

Special Town Meeting

- MOTION:** Mr. Lisiecki made the motion to recommend adoption of Article 1; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 2; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 3; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 4; seconded by Mr. Sanford and the motion carried 5-0.

MOTION: Mr. Lisiecki made the motion to recommend adoption of Article 5; seconded by Mr. Sanford and the motion carried 5-0.

4) Snow and Ice Overage Report

MOTION: Mr. Lisiecki made the motion to approve the snow and ice overage report in the amount of -\$635,894.27; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

5) Lateral and Reserve Fund Transfers

MOTION: Mr. Cooke made the motion to reconsider the Committee's previous vote on Reserve Fund Transfer No. 5 in the amount of \$20,000; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	To	Reason
GFR5	-\$20,000.00	Capital Outlay – Fire Replacement Vehicles	Rescind transfer for deposit to purchase two twin 2008 Pierce Fire Engines. Funds not required for this purpose.

MOTION: Mr. Cooke made the motion to rescind the Committee's approval of Reserve Fund Transfer No. 5 in the amount of \$20,000; seconded by Mr. Lisiecki and the motion carried 5-0.

No.	Amount	From	To	Reason
S-2	\$10,000.00	Sewer Regular Salaries	Sewer Overtime	To cover unanticipated overtime to end of year.

Attached to this transfer request was an email correspondence from Brian Gilbert, DPW Superintendent, outlining the reasons for the over time.

MOTION: Mr. Lisiecki made the motion to approve Lateral Transfer No. S-2 as presented above; seconded by Mr. Sanford and the motion carried 4-1. Mr. Cooke was opposed.

6) Committee Member Reports

There were no Committee member reports.

Adjourn.

MOTION: Mr. Cooke made the motion to adjourn at 8:43 p.m.; seconded by Mr. Lisiecki and the motion carried 5-0.

Approved: December 18, 2014

**Documents Presented and/or Discussed
April 23, 2014**

- 1) **Town Manager's Recommended FY15 Budget and CIP**
A copy can be found with the Finance Department or with the Town Manager
- 2) **May, 2014 Annual and Special Town Meeting Warrant Articles**
A copy can be found with the Town Manager
- 3) **Snow and Ice Overage Report**
A copy can be found with the Finance Department or with the Town Manager
- 4) **Reserve Fund GFR-5 and Lateral Transfer No. S-2**
A copy can be found with the Finance Department